



**National Institutional Facilitation  
Technologies (Pvt.) Ltd**

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# **Installation Guide (MS Outlook Express)**

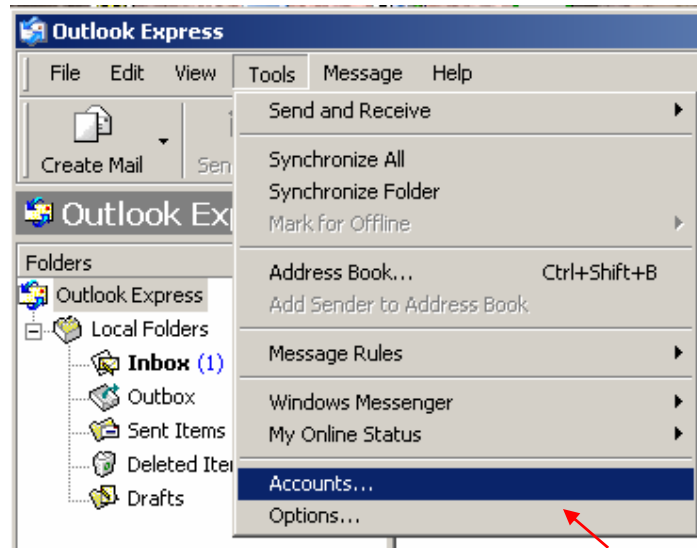
**Prepared by:** Support Team  
**Updated:** Dec 1<sup>st</sup>, 2005  
**Doc Version:** 0.3

## Background

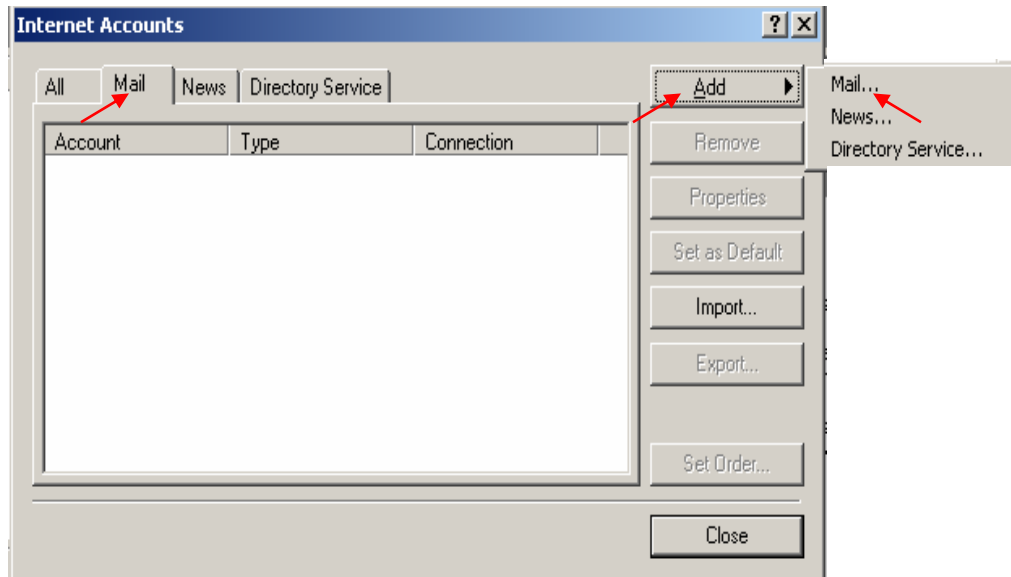
National Institutional Facilitation Technologies was incorporated in September 1995 as a joint venture between a consortium of six banks (*namely, Muslim Commercial Bank, Habib Bank Ltd., United Bank Ltd., Allied Bank Ltd., National Bank of Pakistan Ltd. and First Women Bank Ltd.*) and entrepreneurs from the private sector. All banks in Pakistan, a total of 42, are participating members of NIFT with branches spread throughout the country. In Karachi alone, the number of participating branches is a total of 800. NIFT commenced its ACH operations in 1996, after signing an agreement with the State Bank of Pakistan to oversee clearing operations rendered to all banks and their branches. SBP not only plays a supervisory role for NIFT operations, but it is also a customer and member bank of the automated clearing house. Aiming to create a nationwide grid, NIFT is currently operating in six cities namely, Karachi, Lahore, Islamabad/Rawalpindi, Faisalabad, Hyderabad and now Quetta. Each operational center is accompanied by a state-of-the-art Data Center, equipped with industry-standard, high-speed image-based technology. Karachi, being an exception, has a set-up of three Data Centers: two of which are dedicated to the image-based clearing operations, and the third is confined to the CA/PKI services. Each center has employed a dedicated team of IT professionals, project managers and clearing staff to carry out round-the-clock operations. In line with cheque clearing, banks are offered various value-added services, making operations cost-effective, efficient and free of errors. A relatively new addition to NIFT's portfolio of clearing services is the collection and clearing facilitation for the local US Dollar cheques presented in the country. In collaboration with utility companies, NIFT took another initiative for Utility Bill Payment Processing facilitation in Pakistan. It is currently offering these services to SSGC and IESCO. Previously, these services were also rendered to LESCO. Also collaborating with Standard Chartered Bank, NIFT has setup manned kiosks in Karachi, Lahore and Islamabad to facilitate the collection and payment processing of a variety of bills. In doing so, the company has established itself as the leader in image-based document processing.

# Configuration of Email Account Outlook Express

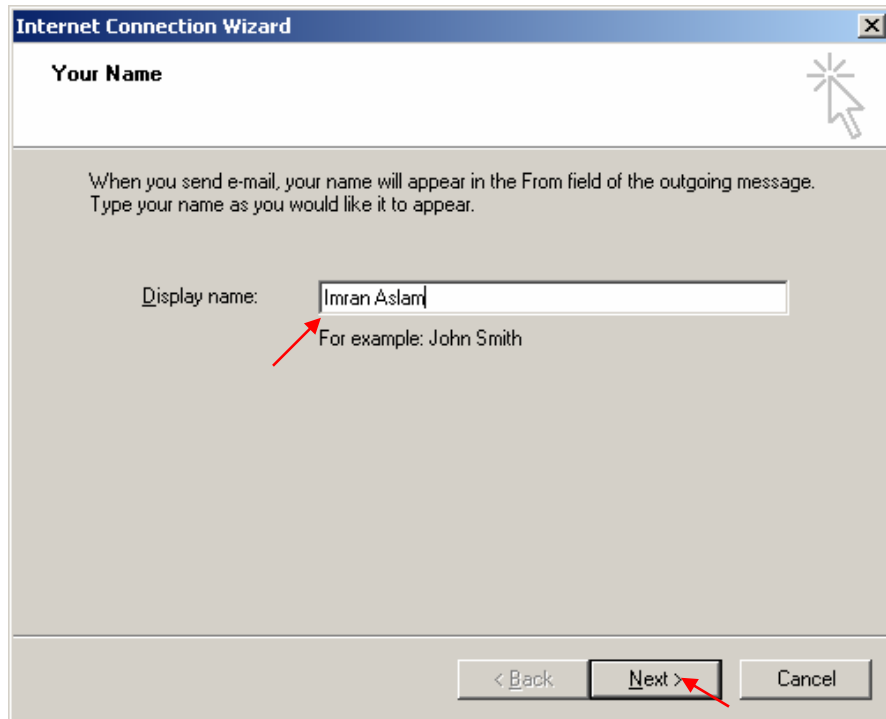
**Step 1:** Open Outlook Express 2000 and select the **Tools** menu and click **Accounts**.



**Step 2:** In Accounts click **Mail** and then press Add button to configure new **Mail** account

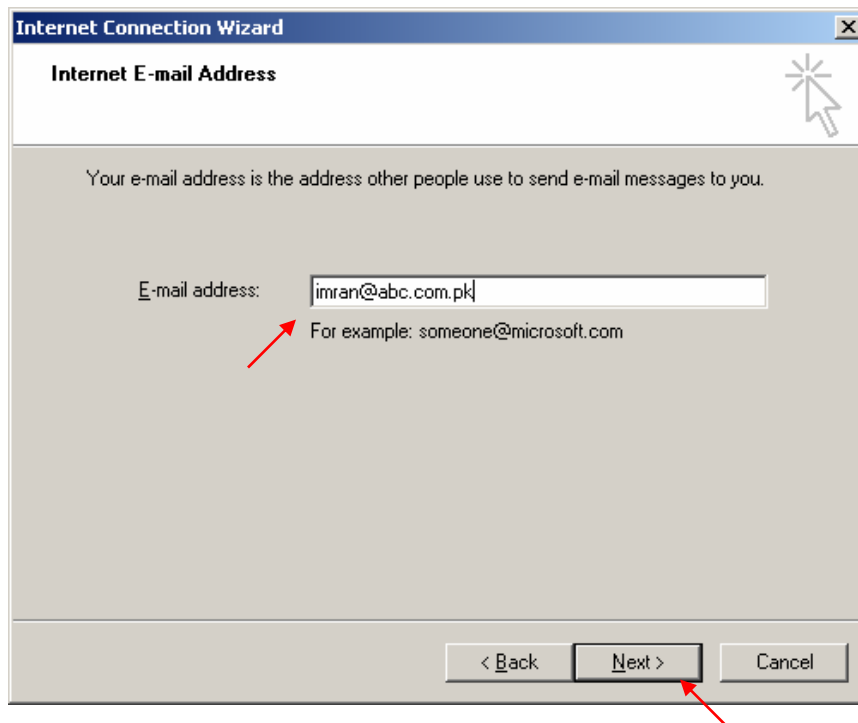


**Step 3:** Type the name as user would like to appear in the outgoing emails Accounts and the click **Next** button.



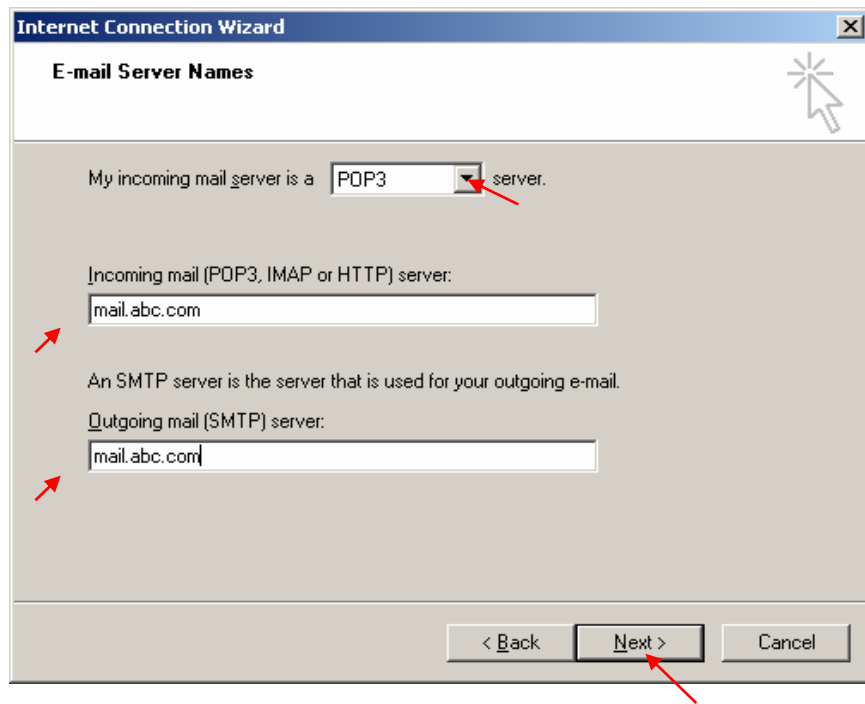
The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a text box containing 'Imran Aslam'. A red arrow points to the text box. Below the text box, there is a label 'Display name:' and a text box containing 'Imran Aslam'. A red arrow points to the text box. Below the text box, there is a label 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A red arrow points to the 'Next >' button.

**Step 4:** Enter your email address in the given filed and the press **Next** to proceed configuration.



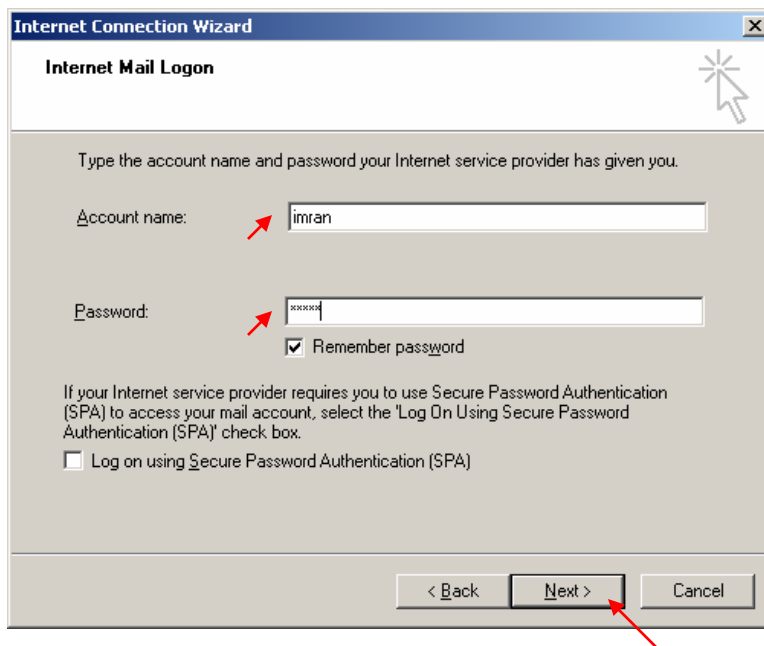
The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box containing 'imran@abc.com.pk'. A red arrow points to the text box. Below the text box, there is a label 'E-mail address:' and a text box containing 'imran@abc.com.pk'. A red arrow points to the text box. Below the text box, there is a label 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A red arrow points to the 'Next >' button.

**Step 5:** Select POP3 server from the drop down list and enter **Incoming mail server address** and **outgoing mail server address** which both given by the Internet service provider or your Office LAN administrator., press followed by the **Next** button.



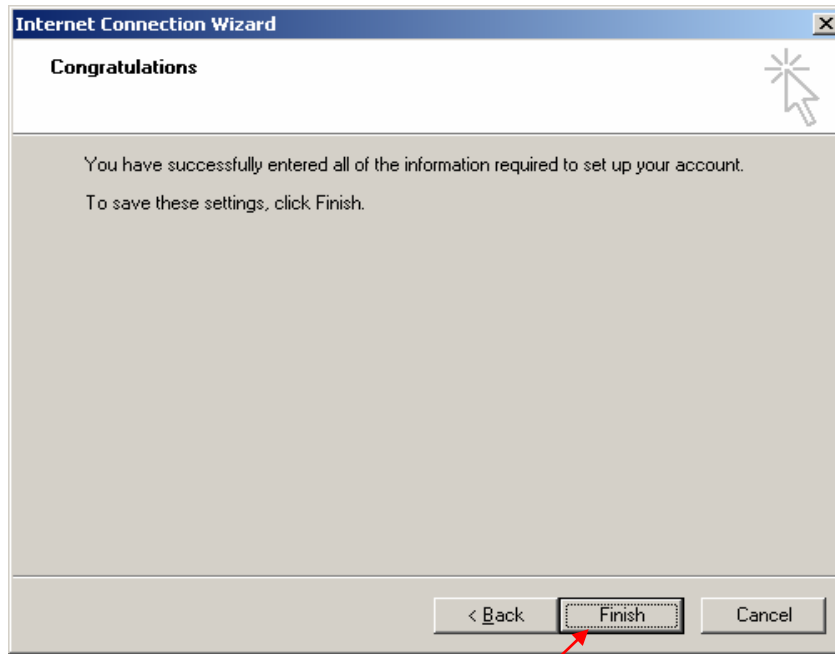
The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard' and the subtitle is 'E-mail Server Names'. The main text reads: 'My incoming mail server is a POP3 server.' Below this, there are two text input fields. The first is labeled 'Incoming mail (POP3, IMAP or HTTP) server:' and contains the text 'mail.abc.com'. The second is labeled 'Outgoing mail (SMTP) server:' and also contains 'mail.abc.com'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. Red arrows point to the 'POP3' dropdown menu, the 'Incoming mail' text box, the 'Outgoing mail' text box, and the 'Next >' button.

**Step 6:** For logging the email enter the Account email address and password for it and press Next to continue the wizard.



The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard' and the subtitle is 'Internet Mail Logon'. The main text reads: 'Type the account name and password your Internet service provider has given you.' Below this, there are two text input fields. The first is labeled 'Account name:' and contains the text 'imran'. The second is labeled 'Password:' and contains a series of asterisks. Below the password field, there is a checked checkbox labeled 'Remember password'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. Red arrows point to the 'Account name' text box, the 'Password' text box, and the 'Next >' button.

**Step 7:** After configuration of an email successfully click Finish to close wizard



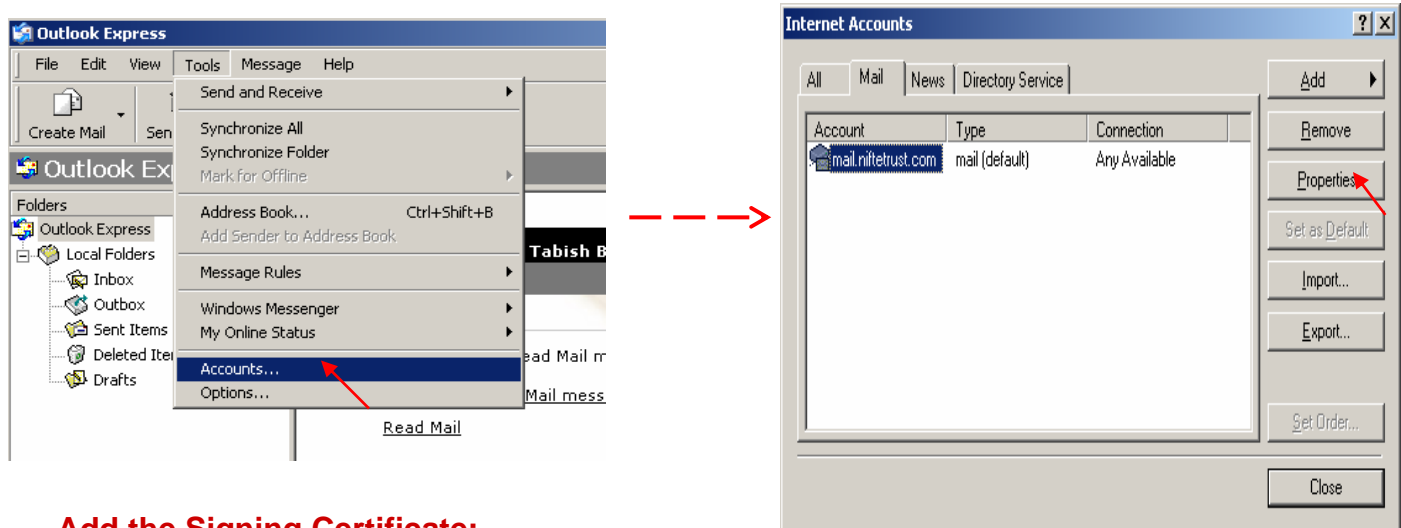
# Import your Digital ID

Since you will be installing your Digital ID in Outlook Express 6, you must go to the pickup page using Microsoft Internet Explorer. This causes the Digital ID to be installed in your browser, in turn, allowing Outlook Express-6 to locate it.

**Step 1:** In Outlook Express, go to **Tools > Accounts**.

**Step 2:** Click on the **Mail** tab then click on **Properties**.

**Step 3:** Under **General**, you should see your name & email address.



## Add the Signing Certificate:

Select the signing certificate below. This will determine the Digital ID used when signing messages with this account.

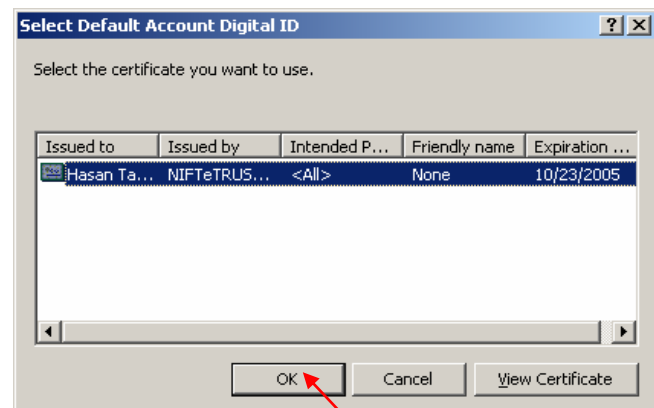
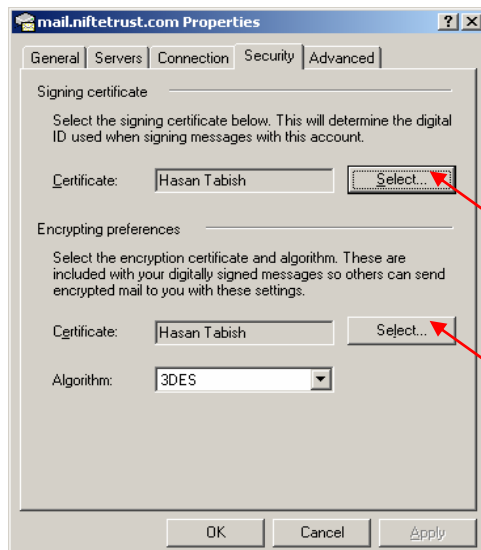
**Step 1:** You will then see a box called **Certificate**. If it is empty, click on the box called **Select**.

**Step 2:** Then choose your certificate by highlighting it and then click on O.K.

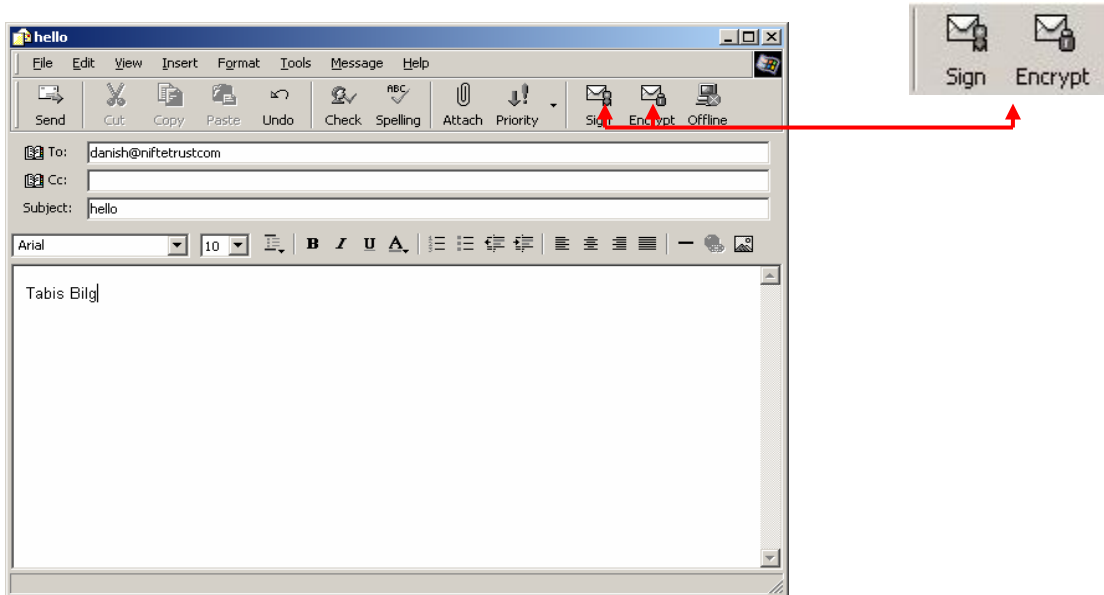
Do the same thing under **Encryption Preferences** and the box called **Certificate**.

**Step 3:** Make sure the **Box** next to **Algorithm** states **3DES**

**Step 4:** When done click **Apply**, then **Ok**.



Now, to send a **Signed** and **Encrypted** email, simply compose a new email and from your **Tools** menu from within the email message itself, just click **Sign** and **Encrypt** button as shown below, when done, click **Send**.



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## Technical Contact

For Technical Queries regarding CBR E-filing please contact our Customer Services department on the following contact numbers:

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